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The Director of Central Intelligence

Washington, D.C. 20505

C/NIC
Feb

National Intelligence Council

NIC #00523
4 February 1986

MEMORANDUM FOR: Chairman, National Intelligence Council

THRU: Vice Chairman, National Intelligence Council
Administrative Officer, National Intelligence Council

FROM:

25X1

SUBJECT: Training for our IBM PC

1. Our first IBM PC was just installed, and we are now ready to begin familiarization training. No such training capability now being presented in CIA, inquiries indicate the best firm for this is

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Several CIA offices have used their services successfully.

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2. Approval is requested to send our four most active computer users to them for one four hour block of training on "Introduction to the PC," and a second four hour block on "Introduction to Microsoft Word Processing." Total cost would be \$1,100. At a later date, we will want to train people on the graphics package and on data base creation and management, but the two introductory courses are enough for now. In the meantime, these four officers will in turn help guide others of the AG's officers in mysteries of PC.

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Approved

6 FEB 1986

Date

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